

**HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO 17-118**

**TO: A & F Committee**  
**FROM: Dean Bostrom, Executive Director**  
**Craig Talsma, Deputy Director/Director of A&F**  
**Lynne Cotshott, Superintendent of Business**  
**RE: Audit Services**  
**DATE: October 18, 2017**

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**Background**

The Hoffman Estates Park District has been utilizing Sikich, LLC for our auditing service provider for the District. Staff has been very satisfied with Sikich and they have provided a very professional auditing experience and excellent final Comprehensive Annual Financial Report (CAFR) during the last five years. Auditing services are evaluated through the RFP process typically every five years due to the nature of the auditing agreement to be for three years with a contingency to extend for up to two years (based on District satisfaction). The agreement with Sikich, LLC concluded with the issuance of the 2016 audit (CAFR).

**Implications**

Based on a recent survey asking park districts who they utilized for auditors, staff selected the three most qualified firms (based on current usage and personal past experience). Survey results also indicated other districts using the services of Seldon Fox and Knutte & Associates. The District has used both of these firms in previous years and based on experience, does not feel they provide the level of auditing service the District has become accustomed to with Sikich, LLC. Staff also posted the RFP on our web site.

Staff has requested RFP's from McGladery LLP, Lauterbach & Amen, and Sikich, LLC. Below are the RFP's received, McGladrey, LLP did not submit an RFP and one was submitted based on the notice on our web site Erichsen, Kallsen & Assoc.).

Provider	CAFR 2017	CAFR 2018	CAFR 2019	CAFR 2020	CAFR 2021	Park District Clients
<b>Lauterbach &amp; Amen(*)</b>	<b>\$16,500</b>	<b>\$16,900</b>	<b>\$17,300</b>	<b>\$17,700</b>	<b>\$18,100</b>	<b>48 listed</b>
Erichsen, Kallsen & Assoc.	\$36,785	\$36,785	\$35,022	\$35,022	\$35,022	0 listed
Sikich	\$23,580	\$24,050	\$24,530	\$25,020	\$25,020	25 listed
McGladrey, LLP	No RFP					

Staff contacted numerous districts that currently utilize Lauterbach & Amen, and all references were very positive (including Schaumburg Park District).

**Recommendation**

Staff recommends that the A & F Committee recommend to the full board that the District contract with Lauterbach & Amen for the Districts auditing services for fiscal years 2017-2019 with the options for 2020 and 2021 for the aforementioned fees (\*).